

## **Purpose**

To establish the procedure to be followed for placing Maintenance personnel in on-call status.

## **Policy**

Employees may be placed in on-call status if predicted emergency conditions exist.

An Employee may be called out for emergencies even though the employee has not been notified as being on call.

Removal of snow and ice from the roadway is considered work of great importance and is classified as an emergency operation that takes precedence over all other work.

A minimum of one hour compensation shall be given when an employee is called out to work.

## **Procedures**

### **Procedure For On-call Status of Maintenance Personnel**

**UDOT 06A-48.1**

**Responsibility:** Area Supervisor

#### **Actions**

1. Determines response time for each station.
2. Coordinates with Station Supervisor to determine appropriate time for placing employees on call.
3. Approves Station Supervisor placing employees on-call.

**Responsibility:** Station Supervisor/Shop Supervisor

4. Uses predicted emergency information to plan for placing employees on call.
5. Coordinates with Area Supervisor to determine appropriate time for placing employees on-call.
6. Notifies employees that they are on-call; stating specific beginning and ending times and dates. Develops a communication plan for notifying the employees. On-call time will be in 12 hour increments. On-call compensation shall accrue at a rate of one hour compensation for every twelve hours the employees in on-call.
7. Documents employees on-call time on a separate T-91 using the following account codes.

|              |      |
|--------------|------|
| Snow         | 7M95 |
| Damage Claim | 7M03 |
8. Notifies employees to report to work when necessary.
9. Documents employees refusal to respond or inability to work, including unanswered phone calls and messages.
10. Ensures employees who are placed on-call and sent home during a normal shift, will return to complete work shift if emergency situation subsides.

**Responsibility:** Employees

11. Accepts on-call status.
12. Has freedom of movement in personal matters, has developed a communications plan with the Station Supervisor, and is able to respond within time limits designated by the Area Supervisor.
13. Reports to work when notified by Station Supervisor within response time period specified by Area Supervisor.
14. Understands that refusing to respond or inability to work, including unanswered phone calls and messages while on-call, may be grounds for disciplinary action.